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**ADMINISTRATIVE DIRECTIVE – 106.001**  
**PERMISSIBLE HAIR LENGTH AND STYLES**

**EFFECTIVE DATE:** January 3, 1977  
**AFFECTS:** All Personnel

**REVISION DATE:** December 4, 2023

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**I. PURPOSE**

This order is intended to clarify hair styles and lengths that are considered proper for sworn and/or uniformed personnel within the Plano Police Department. The purpose is to promote officer neutrality, support officer and public safety, and increase public trust.

**II. POLICY**

In addition to uniform dress standards, Employees are required to maintain a professional appearance to promote officer and public safety in the performance of their duties. To facilitate these goals reasonable hair regulations are established, considering contemporary standards, neatness, safety, and uniformity. This policy is to be read in conjunction with City of Plano HR Policy 200.00.

**III. PROCEDURES**

Note: Refer to drawings of acceptable hairstyles attached to this directive.

**A. General Statements**

1. All employees shall conform to the appropriate standards of hygiene and grooming that apply to their position.
2. The length, style or bulk of an officer's hair will not present an unkempt or unprofessional appearance and must not interfere with the proper wearing of assigned headgear. Hair should be worn in a manner and style which presents a professional appearance suitable for the execution of all assigned duties, including court appearances.
3. Hairstyles which present a health or safety hazard are prohibited.
4. The hair must be so styled and cut that the uniform cap can be worn squarely on the head with the front bottom of the band not more than 1 inch above the top of the eyebrows.
5. Hair must be cut and styled so an officer's vision will not be obscured when the cap is not in place.
6. Officers will not shape or cut designs or messages into their hair or scalp, but hair may be parted.
7. An officer's hair may not be colored in a shade or with color or substance which detracts from presenting a professional appearance. For example, substances such as glitter, neon, or fluorescent colors are considered unacceptable under this policy.

**B. Male Employees**

1. Hair
  - a. May be worn in contemporary styles, but may not extend over the uniform shirt collar at the back of the neck when standing with normal head posture.
  - b. Hair must be neat with respect to being:
    - (1) Tapered, blocked or squared
    - (2) Combed and clean
    - (3) Cut and combed to not extend more than 2 inches in length from the side of the head
    - (4) Cut and combed so that it will not cover the ear
2. Sideburns:
  - a. May not extend beyond the bottom of the ear lobe.

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- b. Must be neatly trimmed and the hair shall not exceed 1 inch in length
- 3. Mustaches
  - a. May be extended no further than one-fourth inch beyond the corner of the mouth.
  - b. Must be neatly trimmed and cannot extend or straggle over or below the upper lip.
  - c. Waxed or twisted moustaches are not allowed.
- 4. Facial Hair
  - A. Facial hair is not permitted:
    - (1) Below the top of the upper lip,
    - (2) On the chin,
    - (3) On or under the lower lip, or
    - (4) On the side of the face below the ear lobe or on or under the jaw
- 5. Beard(s)
  - a. Are not authorized for wear by sworn personnel or by non-sworn employees who are in field duty assignments with the exception of Detectives and Sergeants assigned to the Narcotics, Intelligence, or Surveillance Units. A temporary shaving profile (waiver) may be allowed if required by a documented medical condition and the employee's attending physician deems it necessary. An examination by a physician at the department's expense may be required to verify this condition. All requests for a shaving profile shall be immediately submitted to the Human Resources Compliance Administrator and the employee's immediate supervisor should be advised of the waiver request. After HR review and recommendation, the waiver will be routed to the chief of police for review. Until approved by the chief of police, the employee is expected to adhere to grooming standards.
  - b. If worn, the beard shall be neatly trimmed, and not present a bushy or unkempt appearance. The maximum length allowed is ¼", unless longer is required due to the specific condition prescribed by an appropriate medical authority.
  - c. All sworn personnel are issued Personal Protective Equipment, including a Level C Air-Purifying Respirator (APR). All sworn personnel authorized to wear beards must understand facial hair may interfere with the APR by not allowing a proper seal. If circumstances require use of the APR, officers may be required to shave to ensure a proper seal or to respond to an emergent law enforcement need as required by the division commander. For further information, please review Administrative Directive 114.004 Personal Protective Equipment.
- C. Female Employees
  - 1. Sworn Employees, On Duty
    - a. Hair
      - (1) Shall not be worn longer than the back shoulder seam of the uniform shirt, if cut (styled) that way.
      - (2) Must be secured in a braid(s), pony tail, bun or other similar fashion designed to minimize injury. Hair ties, barrettes or other devices should correspond with the

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Officer's hair color or uniform color and be neutral in appearance. Excessive ornamentation is prohibited.

**2. Non-sworn Employees On Duty**

**a. Hair shall be:**

- (1) Neat, clean and well-groomed at all times except under the most adverse conditions; and
- (2) Present a professional appearance.

**D. Non-Uniformed Officers**

Officers assigned to other than uniform duties (undercover, plain clothes investigation, etc.) may deviate from these regulations at the discretion of the chief of police.

**E. Accommodation**

In the event an employee requires an accommodation under this policy consistent with articles of faith such as head coverings, clothing, jewelry, objects, symbols or items of religious significance or as a medical necessity for a documented medical condition, the officer's supervisor should be notified as soon as practical. Requests for accommodation should be submitted to the Human Resources Compliance Administrator for review. After HR review and recommendation, the request will be routed to the chief of police for review. A request for accommodation will be reviewed relative to the function of the uniform, along with any health and safety concerns.

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**SEE EXAMPLES**



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